



United States Department of Agriculture
Office of the Chief Information Officer
International Technology Services
Washington, D.C.

FEDERAL CAREER INTERN PROGRAM (FCIP) VACANCY ANNOUNCEMENT

Announcement No: 10-ITS-009 FCIP

Position: Management and Program Analyst, GS-0343-07/09

Promotion Potential: GS-09

Salary Range: GS-07: \$41,210 - \$53,574
GS-09: \$50,408 - \$65,531

Type of Appointment: Federal Career Internship*

Duty Location: 3 Vacancies – Washington, DC

Opening Date: December 08, 2009

Closing Date: January 07, 2010

For more information contact: Jenny Green, (304) 480-8352 or;

Email: ITSinquiries@BPD.TREAS.GOV or;

Visit: <http://www.usda.gov/da/employ/CareerInternWebSite.htm> for USDA Career Intern program policy information.

*These positions are being recruited under the [Federal Career Intern Program \(FCIP\)](#). In accordance with the FCIP program, individuals may be appointed to a 2-year internship. Upon successful completion of the internship, the individuals may then be eligible for permanent placement within the agency.

WHO MAY APPLY

U.S. Citizens

ABOUT INTERNATIONAL TECHNOLOGY SERVICES (ITS)

[International Technology Services \(ITS\)](#) is an organization within the United States Department of Agriculture (USDA), Office of the Chief Information Officer (OCIO). Its prime directive is to meet the business needs of service center agencies within the USDA by providing outstanding customer service in the form of infrastructure support, as well as assistance in the field of information technology. Among the many services provided by ITS are hardware/software acquisition, infrastructure security operations and management, telecommunications, and help desk support. As the field of information technology

continues its rapid growth into the 21st Century, ITS utilizes state-of-the-art methods and technology, and offers excellent career opportunities in several locations throughout the country.

PLEASE NOTE

- This announcement may be used to fill one or more vacancies.
 - Relocation expenses will not be paid.
 - Individuals selected for this position must pass a pre-employment security investigation. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to meet these requirements may be the basis for non-selection.
 - Applicants selected under this announcement will be required to serve a 2-year probationary (trial) period.
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DUTIES OF THE POSITION

The employees will serve as Management and Program Analyst in the Infrastructure Governance Division.

Developmental assignments may include, but are not limited to:

Assisting higher graded management and/or program analysts conducting analytical studies to identify the need for improvements and to make recommendations for improving the efficiency and effectiveness of management programs, operations, and initiatives. Analyzing and reviewing program and operational documentation, including legislation, regulations, policy, and other records. Assisting in conducting internal and external interviews to solicit broad range of views on subjects under review. Applying analytical techniques and statistical and other measures in evaluating data and reaching appropriate conclusions.

Assisting in preparing project papers and reports that fully develop evaluation findings based upon a determination of their relative significance. Assures a factual basis for conclusions, and provides a reasoned basis for action needed to correct weaknesses, implement improvements, or replicate successes.

Assisting in organizing and developing briefings for audit and program managers that facilitate understanding and acceptance of findings and recommendations.

Assisting in developing resources requirements and specific planning projections for use in preparing work plans.

Participating in task forces, study groups, and other special project teams.

ELIGIBILITY REQUIREMENTS

Applicants must meet all eligibility requirements, including the following, by the closing date:

All applicants must be U.S. citizens.

QUALIFICATION REQUIREMENTS

Applicants must meet all qualification requirements, including the following, by the closing date:

FOR THE GS-07 LEVEL:

Specialized Experience: Fifty-two weeks of experience at the GS-05 level, or equivalent that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Examples of specialized experience may include:

- Performing qualitative and quantitative analysis of administrative and/or technical programs; or
- Conducting interviews to obtain information.

OR

Education: One full year of graduate level education in a program that demonstrates the knowledge, skills, and abilities necessary to do the work.

OR

Superior academic achievement as evidenced by one of the three methods described below:

1. **Class standing** -- Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. **Grade-point average (G.P.A.)** -- Applicants must have a grade-point average of:
 - **3.0 or higher out of a possible 4.0 ('B' or better)** as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or
 - **3.5 or higher out of a possible 4.0 ('B+' or better)** based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.
Note: Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.
 - Rank in upper third of the graduating class in the college, university, or major subdivision.
3. **Membership in one of the national scholastic honor societies.** These honor societies are listed by the [Association of College Honor Societies](#).

FOR THE GS-09 LEVEL:

Specialized Experience: Fifty-two weeks of experience at the GS-07 level, or equivalent that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience may include:

- Routine and recurring duties which facilitate detailed review and analysis functions;
- Applying analytical techniques and statistical and other measures in evaluating data and reaching appropriate conclusions; or
- Conducting studies, analyzing findings, and making recommendations.

OR

Education: A masters or equivalent degree, or 2 full years of progressively higher level graduate education leading to such a degree, or L.L.B. or J.D., if related. Attach a copy of transcript or list of college courses designating semester or quarter hours earned to ensure proper credit.

(SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSIBLE)

REQUIRED APPLICATION MATERIALS

Applicants must submit all required materials by the closing date of this announcement. No attempts will be made to solicit missing materials from applicants who fail to submit them by the closing date. Such incomplete applications will be deemed ineligible and will receive no further consideration. Applications will not be returned.

All applicants are required to submit the following:

1. A resume or a form [OF612 \(Optional Application for Federal Employment\)](#).
2. A completed USDA application <http://www.usda.gov/da/employ/CareerInternApplication.pdf>
3. If you are using your education to qualify, you must provide a copy of transcripts.
4. For Applicants Claiming Veterans' Preference: Form DD-214 or other official documentation from a branch of the Armed Forces or the Department of Veterans Affairs (VA), showing dates of service and type of discharge (i.e., Honorable). Eligibles claiming 10-point preference must also submit an Application for 10-point Veteran Preference, [SF-15](#), along with the required documentation listed on the back of the SF-15. For more information regarding Veterans Preference please visit: <https://www.opm.gov/veterans/html/vetsinfo.asp>.

In addition, the following materials are recommended:

Form [OF306 \(Declaration for Federal Employment\)](#).

WHERE TO APPLY

USDA-ITS has contracted with the Treasury's Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising USDA-ITS vacancies, accepting and handling applications, and extending job offers.

Complete application packages must be received in our office no later than 11:59 p.m. Eastern Time on the closing date of the announcement. Applications may be submitted by mail, by Fax or by Email.

By Mail:

Applications and other forms may be mailed to:

FESB-ITS, Room A2-F
Public Debt Warehouse & Operations Center Dock 1
257 Bosley Industrial Park Drive
Parkersburg, WV 26101

By FAX:

Applications may be faxed to (304) 480-8358.

By Email:

Applications may be submitted via email to: ITSinquiries@BPD.TREAS.GOV. These documents should be in Microsoft Word or PDF format, to ensure compatibility. Applications that cannot be read or do not contain all of the required information will be considered incomplete and will not receive further consideration. You will not be solicited for further information. Documents that cannot be attached to your email may be faxed to: (304) 480-8358.

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. Anyone needing a reasonable accommodation for any part of the application and hiring process may contact the point of contact listed on this vacancy announcement.

BENEFITS

Federal employee benefit information can be accessed at www.usajobs.opm.gov/El61.asp.

EQUAL EMPLOYMENT OPPORTUNITY

All candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability (if not a job factor), or membership in an employee organization.

REASONABLE ACCOMMODATIONS POLICY

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.